

KAHNAWÀ:KE SUMMER STUDENT EMPLOYMENT PROGRAM



Ronterihwaiénstha
Ronwatio'tenhserá:wis

2026
PROGRAM GUIDELINES



TEWATOHNHI'SAKTHA

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Program Background

The objective of the Kahnawà:ke Summer Student Employment Program (KSSEP) is to encourage Kahnawa'kehró:non youth to pursue higher education and to support them on their educational journeys by providing quality experiential job opportunities each summer. The KSSEP encourages students to explore a wide range of career opportunities each summer and develop important skills required for the workforce. This program serves as pathway for students to obtain successful careers upon graduation from an educational program.

Each year, there are a wide range of KSSEP jobs available to full-time High School, CEGEP and University students throughout the summer months. Full-time students are highly encouraged to participate in the KSSEP, as it contributes to financial independence and security throughout the summer months!



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Required Application Documents

Employers

- 1 Complete the full Employer Application online at Tewa.ca/KSSEP.
- 2 Submit a Job Description and Work Plan to your application. The Job Description and/or Work Plan should clearly outline the duties that the student will be expected to undertake. You will have the ability to attach documents to the online application using the link above.
- 3 Await a formal decision on your application, which will be communicated via email from the Program Manager in Mid-April. Employers can expect a notification on the decision of their application during the week of April 13, 2026.



Students

- 1 Ensure that you have the following requirements:
 - SIN Number
 - Band Number (must be on the Federal Registry or the Kahnawà:ke Kanien'kehá:ka Registry).
- 2 Complete the KSSEP Student Application online at Tewa.ca/KSSEP. Your application must include your Resume, and your letter of acceptance if you are entering a new program/educational institution.
- 3 Once the KSSEP Job Listing is released in Mid-April, apply directly to the KSSEP Jobs that you are interested in by the deadline indicated on the job posting. Employers will select who they wish to interview and hire.



Please note that due to the high volume of applications received by employers and students, only those with missing or invalid information will be contacted by Tewaohni'saktha during the application period.

Student Eligibility

All students must be at least fourteen (14) years of age in to participate in the KSSEP and meet one of the following criteria:

- Full-time high school student returning to high school in September 2026;
- High school graduate entering a full-time post-secondary institute in September 2026;
- High School graduate entering a full-time vocational program in September 2026;
- Full-time college/CEGEP student returning to full-time studies in September 2026;
- Full-time university student returning to full-time studies in September 2026;
- University graduate of this year; or,
- Adult education graduate of this year entering a full-time post-secondary institute in September 2026.

Employer verification of student eligibility is an important aspect of the KSSEP hiring process. Employers will have access to a shared document that will show all students registered and eligible for the KSSEP. This document will be updated regularly by the Program Manager and Youth Programs Assistant. **It is mandatory for Employers to verify a students' eligibility for the KSSEP prior to inviting them for an interview.**

Employer Selection Process

Employer Eligibility Criteria

- Must have an employee ready and available to supervise the prospective student(s) for the duration of the summer employment;
- Must be willing to contribute 20% of the approved project costs (wages & MERCs* – see page 13);
- Must be prepared to conduct job interviews with potential candidates; and,
- Businesses are encouraged to have a Canada Revenue Business number; however, it is not a requirement.

Employer Selection Process

In order to ensure a fair selection process, a *KSSEP Selection Committee* will meet in early April to review all employer applications. The following criteria will be evaluated by the KSSEP Selection Committee on an equal basis when reviewing the employer applications:

- 1) The position contributes to the economic development of the community;**
- 2) The position serves the social needs of the community;**
- 3) The position is innovative and unique;**
- 4) The position is primarily conducted in the Kanien'kéha language;**
- 5) The position is rooted in Kanien'kehá:ka culture; and,**
- 6) The position offers introductory employability skills (high school) OR significant career development skills (post-secondary).**

Selective Recruitment Initiative

The Selective Recruitment Initiative (SRI) is a feature of the KSSEP that assists employers with their succession planning and talent management. Employers have the option to selectively recruit Post-Secondary students who are studying in a field that is related to the mission or goals of their organization or business. Students and employers are encouraged to begin networking throughout the winter months if they are planning to apply to the KSSEP through the Selective Recruitment Initiative.

Should the student initiate the networking, it is recommended that they provide the following items to their desired employer:

- The Employer Recruitment Letter - please see www.Tewa.ca/KSSEP for a copy
- A Letter of Intent outlining your career goals
- An updated Resume

Employer Application Process

1. Indicate on the application form if you are applying for the Selective Recruitment Initiative, along with the name of the chosen student;
2. Answer the following questions on the application form in as much detail as possible:
 - Will the student be working on a specialized project, goal or strategic objective?
 - What is the student's educational background and how will their knowledge and education contribute to your organization or business?
 - Will the student gain professional development skills in the proposed KSSEP position?

Student Application Process

1. Indicate on the application form if you are applying for the Selective Recruitment Initiative, along with the name of the employer;
2. Answer the following questions on the application form in as much detail as possible:
 - Describe how the position that you are applying to relates to your current educational program and/or career goals.
 - Describe the employment skills you will gain in the position, and if there are any significant professional development opportunities being made available to you.

DEADLINE TO APPLY:

Please note that both employers and students will be required to apply to the Selective Recruitment Initiative by the Employer Application Deadline on **April 2, 2026**

Student Job Search

After submitting the student KSSEP application, students can search for summer jobs and apply by following these steps:

STEP 1: In Mid-April, explore the full-page job listing that can be found:

1. Online at tewa.ca/looking-for-a-summer-job
2. On Tewaohnhi'saktha's social media platforms
3. Posted on bulletin boards throughout the community; and
4. In the Eastern Door & Iori:wase newspapers.

STEP 2: Submit your resume and cover letter directly to the organization or business you wish to apply to. It is strongly recommended to apply to more than one job to increase your chances of getting hired.

STEP 3: Ensure that your email and phone number provided are in working order. The employer will contact you if you are selected for an interview.

STEP 4: If you are selected for an interview, start getting prepared through researching the business/organization, and generating answers for possible questions.

REPEATABILITY

In order for students to seek out a variety of work experiences with different organizations and businesses, they can work in the same position at the same organization or business for a maximum of two (2) summers. Exceptions will be made for Post-Secondary students, if the employer demonstrates that the KSSEP position will lead to a long-term career path for the student within their business or organization.

RESOURCES

Samples of Cover Letters and Resumes can be found online at Tewa.ca/KSSEP

Approved Employer Responsibilities

Job Postings

Once approval is received and any modifications are made, employers can post and interview for their position(s). Employers are encouraged to set their application deadlines as follows based on position level:

- LEVEL D/E: **May 8, 2026**
- LEVEL C: **May 22, 2026**
- LEVEL A/B: **June 12, 2026**

In addition to employer job postings, Tewaohni'saktha will promote all jobs. We will advertise the 2026 KSSEP Job Listing on tewa.ca/looking-for-a-summer-job/ and on Tewaohni'saktha's social media accounts. The 2026 Job Listing and Job Postings with workplans will be available for viewing.

Candidate Selection

Selection of summer student(s) will be at the discretion of the employer. However, it is strongly recommended to formally interview at least three (3) students for each position in order to provide them with a realistic job application experience.

Employers are encouraged to utilize a consistent set of interview questions to ensure a fair and consistent selection process. Some key interview questions are:

1. Tell me a little bit about yourself.
2. Why do you want to work for us?
3. What do you know about our organization/business?
4. How does this position relate to your personal/career goals?
5. What makes you the ideal candidate?

Employers must inform each job applicant of their hiring decision, regardless if the applicant was selected for an interview, via phone, mail or email.

Approved Employer Responsibilities

Contracts and Contribution Agreements

Once the contracts between the employer, student and Tewatohnhi'saktha Workforce Development have been signed for the positions that have been approved, the following payment schedule will apply:

- An initial advance payment of 75% of your funding allocation will be disbursed.
- A final payment for the remaining balance of 25% will be dispersed once both the employers and students submit final evaluations, all remaining timesheets and/or the student's record of employment.

**Should a student work less than their approved contract hours, the balance payment will be adjusted accordingly*

Human Resources

All human resource matters, such as payroll, scheduling, recording of hours and attendance, are the responsibility of the employer. The human resource policies and procedures that apply to your regular employees must be applied to the student as well. Additionally, the student that is hired must not displace existing staff within the business or organization.

Mandatory Investment from Employers

All employers from the private and public sector will be required to invest 20% of the total cost for their approved projects. Employers are asked to contribute 20% as this enables Tewatohnhi'saktha to employ more students, enhance the quality of the employment experiences for students (i.e. supervision and work performance), and increase the level of accountability.

The 20% contribution includes the Mandatory Employment Related Costs (MERCs), which the employer is responsible for administering. Exceptions can be made for those businesses who do not pay into MERCs. Mohawk Self Insurance will be calculated into the MERCs for projects approved for Kahnawà:ke organizations and businesses. Employers are required to remit the employee's and employer's share of EI & QPIP to Canada Customs and Revenue Agency according to the Employment Insurance Act.

During KSSEP

Timesheets

Students are required to submit weekly timesheets to their employer to ensure a high degree of accountability for all funds administered. Both the student and employer are required to verify and sign off on timesheets. Timesheets must be submitted to the Youth Programs Assistant at the end of the summer.

If a student must resign before fulfilling their contract, please forward a copy of their letter of resignation to the KSSEP Program Manager and/or Youth Programs Assistant. Should students work less than the approved number of hours in their KSSEP contract, Employers are responsible to reimburse Tewatohnhí'saktha for all unused funds.

Check-ins and Site Visits

Employers are required to permit KSSEP representatives to a site visit (scheduled or possibly unscheduled). At least one telephone/email check-in will be performed mid-way through the program and one site visit during the final week of employment.

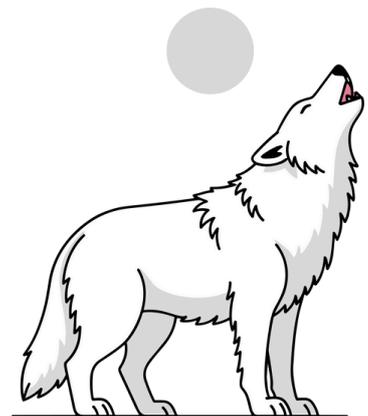
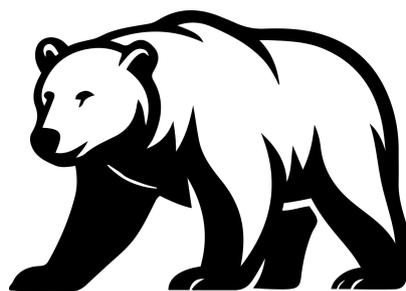
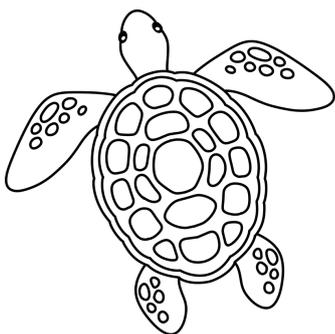
The objective of check-ins/visits is to monitor the students' employment progress, administer evaluations that provide valuable information to further enhance the program, and take pictures of your student in action. We encourage employers to reach out to the Program Manager and/or Youth Programs Assistant at any time to give feedback on the student's progress and/or any issues that may arise.

KSSEP Student Workshops

A variety of Workshops will be offered to students who obtain employment in July and August. This year, students will have access to a variety of different workshops that are rooted in Kanien'kéha Language and Culture. The goal of the workshops is to provide all students with increased access to Kanien'kéha Language and Culture, which will assist in contributing to enhanced identity, belonging and connection to community for youth participating in the KSSEP.

There will be a total of four (4) KSSEP workshops in Summer 2026. Employers are required to allow students to participate in a minimum of two (2) workshops, and should allow their student to take part in as many workshops as they desire if possible. Student attendance at the KSSEP workshops will be recorded, and is to be considered payable hours worked.

At the beginning of the student's employment, students and employers will be provided with list of workshops to choose from and students will be asked to sign up in advance.



Student Wage Rates & Durations

Level A: High School Part-Time		\$16.60/hour x 8 weeks x 25 hours/week
Level B: High School Full-Time		\$16.60/hour x 8 weeks x 30 hours/week
Level C: CEGEP		\$17.50/hour x 10 weeks x 30 hours/week
Level D: University (Undergraduate)		\$18.25/hour x 12 weeks x 30 hours/week
Level E: University (Graduate)		\$21.00/hour x 12 weeks x 30 hours/week

Definitions

Level D: University Undergraduate refers to students studying at the Bachelor level

Level E: University Graduate refers to students studying at the Master and PhD level

2026 Wages and MERCs Tables

Level A: Part-Time High School Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$664.00	\$2,656.00	\$3,320.00
MERCs (9.5%)	\$63.08	252.32	\$305.90
Total	\$727.08	\$2,908.32	\$3,525.90

Level B: Full-Time High School Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$796.80	\$3,187.20	\$3,984.00
MERCs (9.5%)	\$75.70	\$302.78	\$378.48
Total	\$872.50	\$3,489.98	\$4,362.48

Level C: Full-Time CEGEP Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,050.00	\$4,200.00	\$5,250.00
MERCs (9.5%)	\$99.75	\$399.00	\$498.75
Total	\$1,149.75	\$4,599.00	\$5,748.75

Level D: Full-Time University (Undergraduate) Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,314.00	\$5,256.00	\$6,570.00
MERCs (9.5%)	\$124.83	\$499.32	\$624.15
Total	\$1,438.83	\$5,755.32	\$7,194.15

Level E: Full-Time University (Graduate) Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,512.00	\$6,048.00	\$7,560.00
MERCs (9.5%)	\$143.64	\$574.56	\$718.20
Total	\$1,655.64	\$6,622.56	\$8,278.20

Additional Information on Student Rates & Durations

Employers

Employers can apply up to the maximum number of weeks indicated on Wages and MERCs table on page 13. If an employer requires less than 30 hours per week, we can accommodate the hours per week required by your organization/business (i.e. 25 or 20 hours per week). Please indicate this on the application form and on the job description. If your work hours are more than 30 hours, please indicate this on the job description and keep in mind you are responsible for the added cost.

Additionally, employers are expected to compensate their student(s) based on their education level.

Students

Students may consider negotiating a higher salary and longer duration than what the program provides with prospective employers, depending on experience and qualifications. Employers will have the option to offer a higher wage rate and duration than what the program provides. We suggest to employers that the educational background, applicable skills, and related experience of prospective summer student employees be considered.

*Work hours and duration will depend on individual jobs and employer needs.

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